



K A N S A S

JACK RICKERSON, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

KATHLEEN SEBELIUS, GOVERNOR
HOWARD R. FRICKE, SECRETARY

MEMORANDUM

TO: HR Directors
FROM: Jack Rickerson
DATE: April 2, 2004
SUBJECT: Veterans' Preference Reminders

We appreciate all that you are doing to manage veterans' preference according to the updated regulation. For the most part, things are going well, but we have had three complaints filed. Since this is an area in which the consequences for mistakes could be substantial, we ask that you do everything you can to be sure that all in your agencies who manage recruiting, interviewing and hiring understand their responsibilities when it comes to veterans' preference.

Everyone needs to be clear that veterans who apply for an announced classified vacancy (even when that announcement is internal or agency only), and who meet the minimum qualifications for the job class, must be offered an interview. The only exceptions are instances in which someone eligible for preference applies for the same position or if the veteran had been dismissed, or did not resign in good standing from state service. In those situations in which someone eligible for employee preference applies and is not appointed, and the agency proceeds to fill the position, qualifying veterans who applied must be interviewed.

You know your agency best, so I leave it to your discretion as to whether you need to caution people about how they respond when a veteran applies. The consequences of telling veteran that he/she is being interviewed only because the interview is required by regulation, or giving a veteran the sense that his/her interview won't be a serious effort, could be the same as telling the veteran he/she won't be interviewed.

I'm learning that we need to be very dedicated, and very clear on, this issue. We just can't afford mistakes or mishandling. Please call me (my direct number is (785) 291-3280) if you have any questions about our responsibility in this area.

On this same issue, Liz Wong sent you a memo on March 10th, 2004, regarding the criteria for qualifying for veterans' preference. This qualifying criterion is posted at: <http://da.state.ks.us/ps/aaa/recruitment/veterans.htm>.

As a reminder, with the veterans' preference process now decentralized, agencies are responsible for keying verification or denial of veterans' reference status in SHARP. Instructions for that keying are located at <http://da.state.ks.us/sharp/CBT-intro.htm>. Additionally, agencies need to continue to associate applicants through the Mass Applicant panel for all classified vacancies and generate the Applicant Summary report (since this report reflects veterans' preference status).

Please contact Liz Wong at elizabeth.wong@da.state.ks.us or at (785) 296-6895 if you have questions about the SHARP process or your responsibilities for determining and recording veterans' preference. Wayne Bollig at the Kansas Commission on Veterans' Affairs is an additional resource for determining veterans' preference. Wayne can be reached at (785)-296-3976 or email kcva007@ink.org. Thanks.